

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Gatcombe Park Primary School
Activity / Procedure	Opening school in autumn/spring terms
Assessment date	10 th July 2020 (continuously updated)
Assessment serial number	03
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s ‘<i>Stay Alert</i>’ campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	
Lack of knowledge of the NHS Test and Trace process.	

Lack of PPE (if required).

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone.
	No parent must enter the school buildings unless asked to do so or in the event of an emergency.
	Any staff or pupils with high temperature readings should be sent home and follow coronavirus guidance. Any pupils suspected of having a high temperature, should be also tested and sent home and follow the guidance.
	Ensure anyone entering the school via the front door has hand gel available to use.
	All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.
	Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.
	1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.
	Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further) PPA external staff will be

required to wear masks/visors in order to further minimise the risk of spreading the virus when visiting from other settings.

Staff will wear face coverings when moving around the school building in shared spaces or when distancing is difficult.

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;

- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;

- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.

-ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school

-ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and coming in kit on PE days

-choirs and orchestras will not reconvene

-peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible

Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

All staff in school are aware of what to do in the event of a fire and have had appropriate training.

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.

School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to an office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.

If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from

other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency

Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (bubbles);
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided.
- the school will closely follow England grassroots guidance.

School transport

- pupils where possible are grouped together on transport in the bubbles that are adopted within school;
- hand sanitiser is used upon boarding and/or disembarking of the vehicle;
- additional cleaning of the vehicle takes place;
- organised queuing and boarding is in place;
- distancing of occupants within vehicles should take place where possible;
- pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.

Communication to parents

When parents drop off and pick up the pupils follow procedures detailed in **appendix 1**.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).

Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

All information needed to be given to parents must be done via text, email or phone call. A frame could be used and positioned by the main doors in use.

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer (Graeme Staddon)

Inform parents of hygiene expectations and discuss with pupils.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk

Consider current level of risk with existing controls in place

Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.

Additional control measures

List any additional control measures that are required

Social distancing

Create a family of pupils – this will be a whole class bubble.

Only interact with your family group where this is possible.

It is noted that teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable.

Treat as a household – if one symptomatic all off for 14 days.

Use the government symptom list.

Encourage children to keep their distance within groups whilst recognising for younger children may not always find this possible.

Do not hold large group events (assemblies etc).

Pupil/Adult with symptoms before start of school

Pupils/staff who show symptoms should not attend site but should follow Government guidance to isolate at home.

Should phone into school to inform this.

Should use local testing facilities to ascertain positive or negative results.

Pupil / staff shows Covid 19 symptoms whilst at school

Follow Government advice:

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated (in our case the Pod) behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Engage with the NHS Test and Trace process

School will ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children

can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Actions following a confirmed case

All members of the family group are to be sent home to self-isolate for 14 days. They can return if the original case has a confirmed negative case:

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary

Basic classroom set up

Maintain consistent class sized groups in order to minimise the risk of transmission.

Limit family groups to the same class room each day. When the hall is used, ensure this is only by members of the same class group at one time.

Minimize contact with anyone outside the family group.

Change classroom layout where possible to move tables further apart and position furniture so that children are not directly facing each other.

Move unnecessary furniture from classrooms to make space where storage allows.

Adults to minimise close face to face contact with pupils and to maintain a social distance from the front of the class where possible. It is noted that this is not always possible with pupils with complex needs and that the care of these pupils should be provided as normal.

Remove soft furnishings and soft toys that are hard to clean.

Where possible open windows and ensure good ventilation.

Provide a very basic first aid kit in each room (sick bowls, plasters etc)

Provide cleaning kit (spray and blue paper towels) in each room for staff to quickly clean areas.

Where possible prop open doors to increase ventilation and avoid frequent use of door handles.

Each pupil to have personal equipment pack (containing regularly used items) to minimise sharing of equipment

Learnpads (computer tablets) to be assigned to individuals where possible and sanitized after each use.

Handwashing

Wash hands thoroughly with hot water and soap for 20 seconds

If necessary, use a high-alcohol content sanitiser (to be made available in each class)

Signage to reinforce this message throughout site

Adequate supplies of soap in toilets.

Alcohol based sanitiser in reception and other key areas.

Wash hands at appropriate and regular times (arrival, before and after lunch etc)

Reception

Limit number of people entering reception to one at any one time.

Clear message to parents-phone / email best method of contact

No cash payments - parents must use Tucassi system.

Hand sanitiser dispensers available

Communication to regular delivery as to procedure in place (no signature required for many companies now)

Clear signage outside and within reception to reinforce key messages

Toilets

Cleaning staff to monitor levels of soaps/paper towels and replenish as needed

Clear signage on washing of hands

Usage limited to family groups.

In/Out signs used to support social distancing

Outdoor spaces

Family groups to play together at breaktimes / lunchtimes

Family groups to remain 2m from other family groups

Outdoor play equipment not to be used unless provision for cleaning between each group of users is available (separate play boxes for each family group)

Hall spaces

Only to be used within a family group and with adequate spacing.

Can be used as temporary staffroom with seating adequately spaced.

Staffroom

Staffroom only to be used for drink/food preparation with adults maintaining social distancing. School hall to be set up as a temporary staff room with spaced seating to allow for social distancing.

Staff within family groups to stagger lunchtimes.

Staff reminded to clean own plates and mugs.

Staff meetings

These will take place in the school hall, allowing social distancing and good ventilation. If the training need is better supported by virtual attendance this will be encouraged.

Key staff groups

SLT meetings, where possible, will take place virtually to minimise the risk of SLT passing infection between themselves.

When physical meetings are essential (for instance, to moderate physical pieces of work), SLT will meet in the hall allowing social distancing and ventilation. Masks will be worn during these meetings.

DSL's

DSL's (3 members) will follow the same rules above.

Parental drop off and pick up

Staggered start of the day and staggered collection of pupils
Additional staff to do gate duty in order to communicate with parents.
One way system for parents at these times of the day.
Social distancing lines painted onto path to guide parents
Signage clearly visible to remind parents of systems

Lunchtime catering

Stagger lunchtimes for family groups

Lunches to be eaten in family groups in classes or outside if weather permits.

PPE

Only guidance for PPE is where it is currently used (facilities, science, technology, first aid etc) or when a specified person is dealing with a person with symptoms of CV 19
Government line on PPE:
"The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases"
PPE is required where:

- where it is routinely used for intimate care needs
- where a person becomes unwell with symptoms of coronavirus

Where PPE is recommended to be reused (e.g. goggles), they must be cleaned between use.
Pupils should not be wearing their own PPE at schools, following the Government advice. Parents will be made aware that if they wish to provide their child with a face mask etc then staff will not be able to assist a child with this.

Visitors and PPE

All visitors will be required to wear either a mask or visor when entering the premises and if moving around the school building. If visitors are meeting a member of staff in a well ventilated area at a suitable social distance then a face covering is not required unless requested.

Only surgical type masks will be used in school rather than material ones.

First Aid

Accident reporting procedures to remain unchanged

The minimum number of first aiders must be on site at all times.

Low risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in each classroom out of reach of pupils.

PPE to be available for first aiders: fluid-resistant surgical mask, disposable gloves, disposable apron and fluid-resistant surgical face mask. If there is a risk of splashing then suitable eye protection should also be worn.

This equipment should be kept apart from standard first aid equipment and only used when a suspected CV-19 case following Government guidelines

Fire

Fire alarms will sound in the same way as before.

Evacuation will be for each family group from the nearest exit point

Family group will line up on the upper playground and registers will be called

Any pupil with a PEEP will have this updated if required

All other fire procedures are unchanged.

Wraparound care

Maintain daily records to ensure that information can be provided of children and adults within this separate group. This will need to be provided in the case of a positive test result.

Utilise both Year 1 and Year 2 classrooms for before and after school provision. This will ensure greater spacing between children. Organise children attending provision into either a Y1 or Y2 class 'bubble' to avoid unnecessary contact. Each of these 'mini bubbles' will be a maximum of 20 pupils (maximum of 40 in total for wraparound care).

Each bubble to be consistent in grouping of pupils - bubble 1 with pupils from YR-Y3, bubble 2 with pupils from Y4-Y6

Ensure that when food is provided all appropriate food hygiene controls are in place and that children eat food within their own bubble rather than in the normal communal area.

Ensure that all tables and shared equipment is cleaned after every session.

Parents must drop off and collect children from the car park gate and not via the school office. They will be asked to wait outside and their child will be brought to them.

Staff home testing

See separate Risk Assessment in school Google Drive

<https://drive.google.com/file/d/17gdNoRhe3Uo8DnOTkNmVwP76PtHjfvBm/view?usp=sharing>

Prevention is still the best approach:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

School leader's comments	Insert comments relevant to findings as appropriate

Name of school leader	Signature of school leader	Date
Ian Baker	<i>Ian Baker</i>	10.07.20

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
09.09.20	IB	<i>Ian Baker</i>	Portsmouth Music Service to require a teaching assistant in the room whilst teaching as PPA cover to ensure safe handing out of equipment and support with individual pupils as required.

18.09.20	IB	Ian Baker	<p>Allow visitors to school in special circumstances (ie prospective new teachers to tour the school).</p> <p>Ensure they are supervised 1:1 and in the case of a tour they only access large spaces (hall, outside) and do not enter class bubbles.</p> <p>Follow all over risk assessment guidelines (hand washing, social distancing etc).</p>
21.09.20	IB	Ian Baker	<p>Wraparound care - utilize the hall space ensuring bubble groups are separate from each other.</p>
13.10.20	IB	Ian Baker	<p>Enable teaching assistant to work across two classes to support the needs of SEN pupil.</p>
15.10.20	IB	Ian Baker	<p>Update to use of surgical facemasks/visors for visitors and clarification around visiting PPA cover teachers.</p>
02.11.20	IB	Ian Baker	<p>Update to adults wearing face coverings when travelling around the building.</p>
17.11.20	IB	Ian Baker	<p>Update to contingency planning for key staff groups</p>
06.01.21	IB	Ian Baker	<p>Portsmouth Music service/Turn ItOn computer teaching/PPA Cover agency will all deliver remote lessons until further notice</p>
24.02.21			<p><u>Note: Face to face teaching for these sessions will commence from 08/03/21</u></p>
24.02.21	IB	Ian Baker	<p>Upon return of all pupils from 08/03/21:</p> <p>Should a teacher test positive for Covid through lateral flow testing on a Monday morning, they will follow test and trace self isolation procedures and pupils will be unaffected as they will not have been in contact within the preceding 48 hours.</p> <p>If the teacher remains well and is able to deliver teaching remotely from home then they will do so. Support staff will work within the classroom.</p> <p>If this is not possible (ie teacher is no longer asymptomatic) then Mrs Ogles/Mrs Sweeney will teach the class in school using the teachers pre prepared planning in week one of self isolation.</p> <p>Week 2 planning will be completed by the covering teachers or until the teacher is well enough to return/has completed 10 days self isolation.</p> <p>If a teacher tests positive on a Thursday morning then school will contact Public Health to assess whether the</p>

			class are considered close contacts and will also need to self isolate. In this case, remote learning will begin from the first day.
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RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD					
5	Fatalities	SEVERITY	5	10	15	20	25
4	Major		4	8	12	16	20
3	Serious		3	6	9	12	15
2	Minor		2	4	6	8	10
1	Negligible		1	2	3	4	5
			1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.

Appendix 1

In order for us to open for all pupils and comply with government guidelines, please note the arrival and departure times for each class in September:

Year Group	Arrival time	Arrival location	Collection Time	Collection location
Year R	8.30 am	Car park gate	2.50 pm	All parents should enter the school playground via the car park gate and exit via the main gate after collection of their child.
Year 1	8.40 am	Car park gate	3.00 pm	
Year 2	8.50 am	Car park gate	3.10 pm	
Year 3	9.00 am	Car park gate	3.20 pm	
Year 4	8.40 am	Main gate	3.00 pm	
Year 5	8.50 am	Main gate	3.10 pm	
Year 6	9.00 am	Main gate	3.20 pm	

It is important that you read the information below to ensure the smooth running of the school. Please discuss the relevant points with your child in order to prepare them for these different procedures:

- Please arrive promptly at the beginning and end of the day. The times stated are the **prompt** times that each group is sent in or sent home.
- Please do not arrive early as it is important that groups are kept apart as much as possible.
- If you arrive after your group has been sent in please be aware that you may be asked to wait until the next group has entered the school.
- The school car park is for school staff only and will not be available for parent parking. Where possible parents and children are encouraged to walk to school.
- All adults must enter the school grounds via the gates at the front of the school where a member of staff will direct you until procedures are running smoothly.
- At the morning drop-off children should be prepared to be sent through the school gate without an adult.
- When waiting for your child at the end of the day please wait at a suitable social distance from others. Your child will be brought out to you.
- Year R, Year 1 and Year 2 will be brought to the lower playground outside of Year R. Years 3, 4, 5 and 6 will be brought to the upper playground outside of the Year 5 and 6 classrooms.
- Once you have dropped off or collected your child then please leave the school grounds promptly and do not congregate in groups.
- Appointments must be made in advance via the school office.

- Children should only bring a pack lunch, snack, coat and school bookbag (if required) with them each day. No other bags or items will be accepted on the school site.
- Attendance is expected to be full time and is compulsory from September.

We thank you for reading the above information and discussing it with your child. We are all working hard together to make sure that we can safely welcome all pupils back to school and support parents work patterns. Thank you in advance for your support.